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# ACKNOWLEDGEMENTS

The **Trainer's Guide** was developed to meet the requirements of mandatory reporter training of dependent adult abuse and is also utilized to increase awareness of abuse, educate potential reporters of abuse on proper reporting procedures, and relaying information on the interventions available to dependent adults in abusive situations.

Development of the guide was overseen by a workgroup of the Elder Abuse Prevention & Awareness Committee which is composed of a diverse group of professionals who play a unique role in working on dependent adult abuse and elder abuse within their respective fields. Subcommittee members included representatives from the Department of Human Services, Department of Public Health, Department of Inspections and Appeal, Area Agencies on Aging, a home and community based services provider and the Department on Aging.

Thank you to all committee members who provided suggestions. They proved to be an invaluable resource in ensuring the quality and accuracy of the **Trainer's Guide**.

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## CERTIFICATION

This curriculum has been approved (Approval # 19) by the Iowa Department of Public Health's Abuse Education Review Panel in accordance with Iowa Code 235B.16(5)(d)(2). Administrative Rules 17-15.20, became effective May 1, 2006 mandating trainers who utilize this curriculum to become certified. If you are interested in becoming a certified trainer, please contact Linda Hildreth – (515) 725-3321 – [Linda Hildreth \(Linda.Hildreth@iowa.gov\)](mailto:Linda.Hildreth@iowa.gov)

A listing of certified trainers may be found on our website:

[Mandatory Reporter Curriculum \(www.iowaaging.gov/mandatory-reporter-curriculum\)](http://www.iowaaging.gov/mandatory-reporter-curriculum)

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## OVERVIEW

The **Trainer's Guide** is a self-contained comprehensive trainer's guide that allows one to conduct training without extensive research and preparation. It is **NOT** a training book for distribution to trainees but is meant for use by an instructor as a tool for group training.

The guide deals with training requirements on two levels. First, it presents background and concepts to familiarize trainees with issues surrounding dependent adult abuse and elder abuse. Second, it provides the trainer with a framework by which to design and implement a training session.

## DESIGN FEATURES

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Throughout most of the guide, pages are divided into two columns. The right-hand column contains the content of the training. **This is NOT meant to be used as a script for the trainer.** The trainer is encouraged to develop his or her own narrative based on the content.

The left-hand column presents instructional support materials for the trainer's use. In the upper left-hand corner of each section is a **time** symbol that shows the estimated amount of time required to complete that particular section. There is also a **visual** symbol and a handout symbol. The visual symbol refers to the overhead or power point. The handout symbol refers to handouts contained in the participants handbook. A key to these symbols can be found following this overview.

## SUPPORTING MATERIALS

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**Participant Handbook (Section 12)** contains the required handouts and resources and **SHALL** be reproduced and distributed to each participant before the training session begins.

**PowerPoint presentation** contains all of the visuals that may be used as overheads in Section 13. The order of the slides may be changed however the content is not to be altered.

**Photo images** are available to download from the IDA's website and serve as visual aids in the process of identifying and intervening in abusive, neglectful, or exploitive circumstances.

[Mandatory Reporter Curriculum \(www.iowaaging.gov/mandatory-reporter-curriculum\)](http://www.iowaaging.gov/mandatory-reporter-curriculum)

## OPTIONAL INFORMATION

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Included in this manual is an optional section which provides more information on older adult. This section is not required for the mandatory reporter training. If this material is incorporated with the training, add an additional 10 minutes.

## TIME

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As noted earlier, the **time** symbol located in the upper left-hand corner of the first page of each section will provide a rough idea of section length. It is left up to the trainer's discretion to condense or accelerate the training as necessary. Please review the Table of Contents to ensure required material is covered in its entirety. One suggested way to speed the training is to reduce usage of visuals. This determination should be made **before** the session.

**The time expended for mandatory reporter training is mandated by law to be at least 2 hours. If the optional material is included, an additional 15 minutes could easily be consumed. If you wish to take a break during the session, that time MUST be in addition to the required 2 hours.**

## TESTING AND EVALUATION

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One of the following evaluation components **MUST** be used during the training.

**Pre-Test / Post-Test** - The pre-test is in the Introduction Section and the post-test is in the Appendix Section. These should each take five minutes to complete. The pre-test, is meant to help participants evaluate their own knowledge and to ease them into the proper frame of mind for the training. The post-test allows for an assessment of whether or not participants have acquired important basic knowledge through the training process. The answer sheet for the pre-test and post-test should be passed out at the conclusion of the training. The answer key to the Pre-Test / Post-Test is at the end of this section.

**OR**

**Evaluation** - The evaluation may be included in the materials or handed out to participants immediately after completing the final section of the training. These are critical for maintaining and improving the quality of the **Trainer's Guide** over time. One way to keep your trainees is to mention that they will receive their certificate as soon as the evaluation form is finished.

**Copies of the Pre-Test, Post-Test and Evaluation Form are included in the Participant Handbook**

## CERTIFICATE OF COMPLETION

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The trainer shall provide a signed certificate for each participant so that they have a record of their completion of the training. A certificate is provided in Section 17 however, you may use your own.

Certificates of completion should include the following information:

1. A statement that the curriculum is approved by the Abuse Education Review Panel.
2. The curriculum title and approval number (found on the notice of approval sent to applicants)
3. The three-year approval period for the curriculum (found on the notice of approval)

## ROLE OF THE TRAINER

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This training guide provides the tools to assist the trainer to effectively convey the principles, strategies and concepts needed to comprehend dependent adult abuse and mandatory reporting. Learning occurs more easily when a trainer is knowledgeable and well prepared. The trainer should read through the entire training guide (both columns) when preparing for the training session.

A critical element of this training is participant involvement. Trainees must be constantly engaged and challenged so that they stay alert and absorb the most information possible. Encourage ALL participants to join in the discussions and/or question and answer periods.

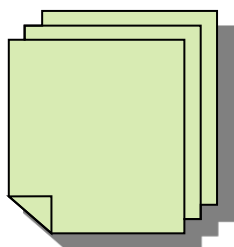
# Symbols

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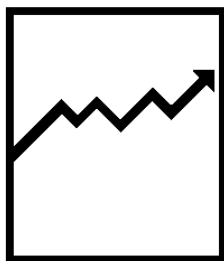
Graphics are used throughout the curriculum guide to draw the trainer's attention to special features. The following symbols are used:



**Time**



**Participants Handouts**



**Visuals**

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# Pre-Test / Post-Test Answer Key

*Please circle the appropriate answer.*

1. **To make a referral of dependent adult abuse the reporter must in good faith believe there is:**
  - a) an adult the age of 18 or older who is dependent, as defined in the Iowa Code
  - b) a caretaker who has denied care to the dependent adult (includes self-denial of care)
  - c) an allegation of abuse
  - d) **all of the above**
  
2. **What are the five types of reportable dependent adult abuse?**
  - a) domestic violence, maltreatment, harassment, sexual abuse, and wanton neglect
  - b) denial of critical care, physical abuse, neglect/self-neglect, extortion, and psychological abuse
  - c) **sexual abuse, physical abuse, financial exploitation, sexual exploitation, and denial/self-denial of critical care**
  - d) none of the above
  
3. **In cases of imminent danger, the first place to report suspected abuse is:**
  - a) **a law enforcement agency**
  - b) the Department of Inspections and Appeals
  - c) the Department of Human Services
  - d) none of the above
  
4. **Who can be prosecuted for failing to report suspected dependent adult abuse?**
  - a) a mandatory reporter who fails to report abuse or neglect
  - b) any reporter who knowingly and willingly fails to report abuse or neglect
  - c) a mandatory reporter who knowingly and willingly fails to report abuse or neglect
  - d) **a mandatory reporter who knowingly and willingly fails to report suspected abuse within 24 hours**
  
5. **After speaking with a victim about the alleged incident of abuse, it is critical to corroborate the story with the alleged abuser.**
  - a. True
  - b. **False**